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Economic and Social Council

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Eighth United Nations Conference on the Standardization of Geographical Names
Berlin, 27 August-5 September 2002

Documentation for the Conference

Note by the Secretariat

Deadline and languages

1. The official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. English, French and Spanish are the working languages of the Conference. Since the facilities for the translation and reproduction of documents at the Conference site will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 30 May 2002, two copies (in one of the working languages) of any documents prepared in support of items on the provisional agenda for the Conference.

2. It is important that Governments comply with the deadline for submission of documents in order that their papers be officially reproduced and included in the United Nations optical disk file and therefore accessible before the Conference through the United Nations Statistics Division Web pages (http://www.un.org/Depts/unsd).

Formatting and presentation

3. Documents may be emailed to the United Nations Secretariat in the following formats: .doc or .pdf, to the email addresses listed in paragraph 9. Alternatively, documents may be sent by regular mail to the Secretariat. They must be printed on consecutively numbered pages, with margins of at least 2.5 cm (1 inch) on all four sides. A diskette with the text must be attached, and the word-processing programme used must be indicated. It is essential that documents be kept to a reasonable length, not to exceed 10 pages. The item of the provisional agenda (E/CONF. 94/1) under which the paper is to be presented should also be indicated.

4. Each document should be accompanied by a summary, which should be limited to half a page. Documents will be distributed in the United Nations working language(s) in which they are received; the summaries will be translated by the Secretariat and distributed in the other working languages. Acronyms and abbreviations must be spelled out the first time they appear. When a considerable

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number of acronyms and abbreviations are used, they must be listed at the beginning of the text, with the full terms to which they correspond.

5. Papers may be presented using computer-projector (e.g., PowerPoint) or overhead-projector facilities.

Illustrations

6. Governments submitting multicolour or oversize illustrations should send 250 copies of each to the Conference secretariat in New York for distribution during the Conference.

National reports

7. In accordance with resolution 7 of the Fifth United Nations Conference on the Standardization of Geographical Names, Governments are requested to adhere to the following guidelines in drafting their national reports on progress made since the Seventh Conference in the standardization of geographical names. National reports should include the following:

(a) A one-page summary outlining the main issues discussed;

(b) Background information or an historical sketch (only for countries that did not present national reports at previous conferences);

(c) A discussion of goals and national programmes;

(d) A discussion of problems, solutions and achievements during the reporting period;

(e) Conclusions and recommendations.

Proceedings of the Conference

8. The proceedings of the Conference will be issued in one volume — the report of the Conference. Technical documents received by the deadline will be made available on the web site of the United Nations Group of Experts on Geographical Names (see para. 2).

9. The address of the relevant official at the United Nations Secretariat is:

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